



Role Profile & Person Specification for Chair of the Board of Trustees

Background / context

In accordance with the Scottish Council for Voluntary Organisation's guidelines, our trustees are there to lead, control and supervise our activities as an organisation. All of our trustees are expected to act in the best interests of the organisation and its beneficiaries at all times, following requirements of law and regulation. To enable us to meet our aims, our trustees should collectively perform the following functions:

- Set and maintain the vision, mission and values of the organisation
- Develop direction, strategy and planning
- Ensure the organisation has the structure and resources for its work
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff
- Establish systems for reporting and monitoring
- Manage risk and ensure compliance and accountability with the governing document, external regulators and the law
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

Specific accountabilities for the role of Chair

Leading the board and ensuring the right balance of skills required:

- Chair 4 x trustee meetings each year, plus the Annual General Meeting
- Following up with charity trustees on items or actions
- Encouraging dialogue and participation from board members
- Developing an ethical culture in line with the values of the organisation
- Leading on recruitment of suitable new board members.

Strategic oversight:

- Developing and maintaining oversight of organisational strategy
- Leading board sessions to develop and review strategic and business plans.

Promoting good governance and financial planning:

- Overseeing the legal and regulatory requirements and annual financial reporting of the organisation
- Working with the accountant, bookkeeper and treasurer to ensure clarity of financial planning and reporting, including budgets, forecasts and accurate financial documentation
- Overseeing funding strategy, fundraising, and compliance with funders' requirements.

Staff management:

- Ensuring effective arrangements are in place regarding recruitment, staff and volunteer management, development and support, and good HR practices
- Providing support to the charity CEO.

Acting as a figurehead or spokesperson where required:

- Attending meetings of political or high-profile nature
- Speaking at public events where required
- Developing network of contacts and maintaining effective partnerships with other organisations, together with the charity CEO.

Person Specification

- Commitment to the values of Dignity Boxes
- Previous experience of Chairing another charity or social enterprise board preferred, or an understanding of the role gained in a different capacity (i.e. having served on a board in a different role)
- Sound knowledge of financial reporting and governance oversight preferred
- Experience of sourcing funding preferable
- Good network of contacts in Edinburgh, the Lothians and beyond
- Knowledge of the charity sector
- Strategic thinker
- Confident public speaker
- Approachable nature with strong ethical values and inspiring leadership.